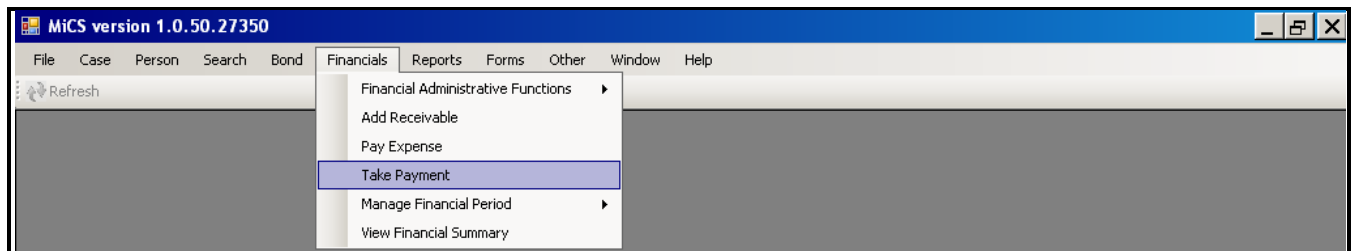




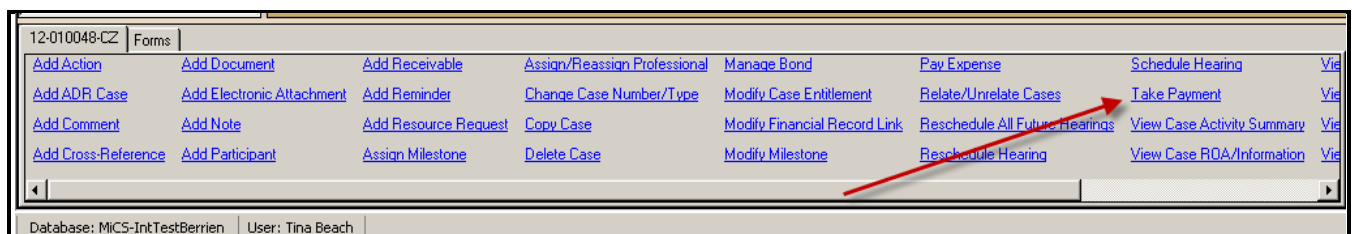
# Michigan Court System

## Take Payment

Take Payment can be accessed from several locations within the application



- From the Top Menu
  - Financials
    - Take Payment



- From the Action Link at the bottom of the Case Details.

Filter Details By

Actions					
Adjust Receivable	Add Receivable	Disburse Payable	Manage Bond	Modify Receivable Group	Pay Expense
Update Disbursement	Update Payable	Void/Reprint/View	Add Note	View Notes	Take Payment

Close

Database: MiCS-IntTestBerrien User: Tina Beach

- View Financial Summary screen
  - Action Group Box
    - Take Payment button

Take Payment

Multi-Receivable Save Save and Add Another Save and Copy Cancel

Database: MiCS-IntTestBerrien User: Tina Beach

- Take Payment checkbox located at the bottom of the Receivable screen


## Take Payment Screen

- Header
  - Contains JCL, Financial Location, User ID, Password, Register, and Receipt Date
    - All fields default except for the Password field, a password must be added for each payment taken.

- Payment Information group box
  - Contains JCL, Case ID, Venue and Receivable Group ID (only assigned if done through a multi-receivable)
    - The Assign Case ID button is used to create a shell case in order to take a payment without adding all of the case details.

Select	Name	Warrant	NSF	Collection	Role	Role #	Case ID	Venue	Amount Due	Bond Balance	Posted Date	Bond Ref. #	Jurisdiction
<input checked="" type="checkbox"/>	DOE, M...	No			PLAINT...	1	12-010048...		\$20.00				CIRCUIT
<input type="checkbox"/>	GROSS, ...	No			DEFEN...	1	12-010048...		\$50.00				CIRCUIT

- Search Results group box
  - Populates after a Case ID is entered in the Payment Information group box
    - Contains the name of case participants, warrant status of the participant, NSF, Collection, Role, Role #, Case ID, Venue, Amount Due, Bond Balance, Bond Reference #, and JCL.



**Payment Details**

Amount Paid: \$0.00

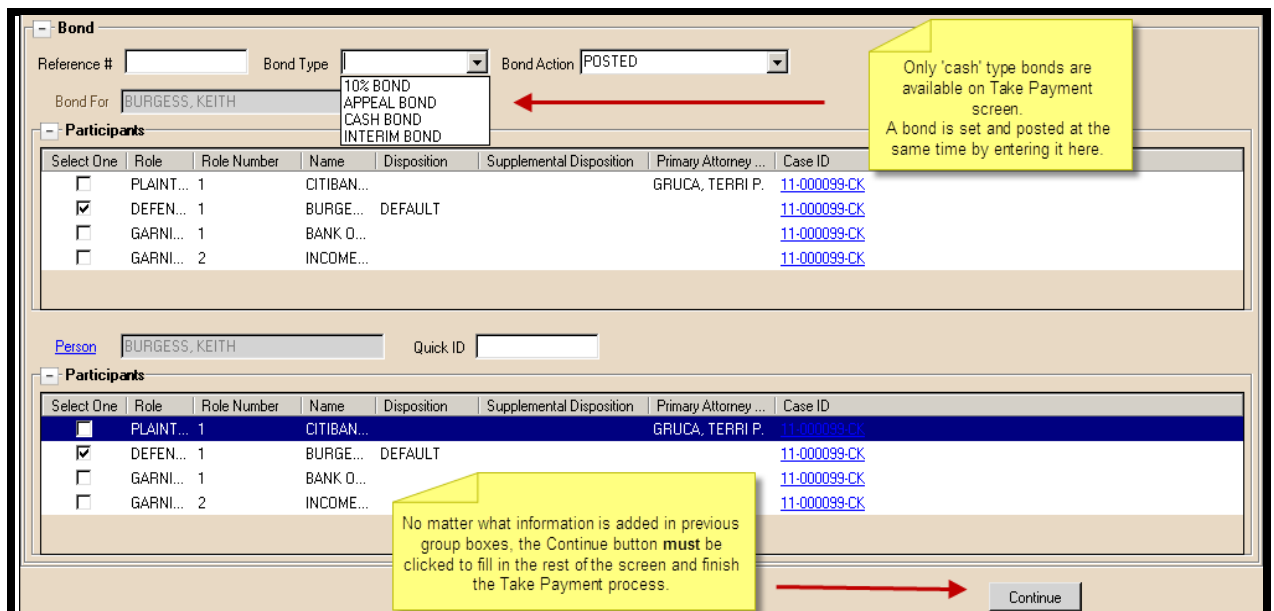
Paid By: DOE, MABLE

Paid For: Last Name: DOE, First Name: MABLE

Comment:

Pre-filled based on which participant is selected in the Search Results group box.

- Payment Details group box
  - Contains Amount Paid, Paid By (Pre-filled, and modifiable), Paid For (Pre-filled, and non-modifiable), and comment.



**Bond**

Reference #: Bond Type: Bond Action: POSTED

Bond For: BURGESS, KEITH

**Participants**

Select One	Role	Role Number	Name	Disposition	Supplemental Disposition	Primary Attorney ...	Case ID
<input type="checkbox"/>	PLAINT...	1	CITIBAN...			GRUCA, TERRI P.	<a href="#">11-000099-CK</a>
<input checked="" type="checkbox"/>	DEFEN...	1	BURGE...	DEFAULT			<a href="#">11-000099-CK</a>
<input type="checkbox"/>	GARNI...	1	BANK O...				<a href="#">11-000099-CK</a>
<input type="checkbox"/>	GARNI...	2	INCOME...				<a href="#">11-000099-CK</a>

Person: BURGESS, KEITH Quick ID:

**Participants**

Select One	Role	Role Number	Name	Disposition	Supplemental Disposition	Primary Attorney ...	Case ID
<input checked="" type="checkbox"/>	PLAINT...	1	CITIBAN...			GRUCA, TERRI P.	<a href="#">11-000099-CK</a>
<input checked="" type="checkbox"/>	DEFEN...	1	BURGE...	DEFAULT			<a href="#">11-000099-CK</a>
<input type="checkbox"/>	GARNI...	1	BANK O...				<a href="#">11-000099-CK</a>
<input type="checkbox"/>	GARNI...	2	INCOME...				<a href="#">11-000099-CK</a>

Continue

Only 'cash' type bonds are available on Take Payment screen. A bond is set and posted at the same time by entering it here.

No matter what information is added in previous group boxes, the Continue button must be clicked to fill in the rest of the screen and finish the Take Payment process.

- Bond group box
  - Collapsed when initially accessing the Take Payment screen.
    - If a bond is being set and posted at the same time, this group box would be expanded and the information would be filled in.
  - Continue button is not a part of the Bond group box, but it is required to be clicked to proceed with the payment process.

**Account Distribution Details**

Division  AD Group Name  OR AD Name  AD Amount  Qty

Select	AD Name	Amount Due	Amount Applied	Balance	Name	Case ID	Jurisdiction	Court	Location	Inactive
<input checked="" type="checkbox"/>	MOTION FEE-COUNTY	\$10.00	\$10.00	\$0.00	DOE, MABLE	12-010048...	CIRCUIT	BERRIE...	ST. JOSEPH	
<input type="checkbox"/>	MOTION FEE-STATE	\$10.00	\$10.00	\$0.00	DOE, MABLE	12-010048...	CIRCUIT	BERRIE...	ST. JOSEPH	

Total Amount Due  Total Amount Applied  Total Balance

Remainder

OR

If the participant selected in the Search Results has a receivable created, this section will pre-fill.

- Account Distribution Details group box
  - Contains Division (filter used to narrow down the group names, such as. Civil, Criminal, Adoption, Family, Traffic, etc.), AD Group Name (Accounts put in groups such as Civil Filing Fees, Civil Motion Fees, etc.), AD Name (**Not used by Berrien users**), AD Amount and Quantity (dependent on the AD Group Name entered). Total Amount Due, Total Amount Applied, Total Balance, and Remainder.
  - The Remove Selected Items and Adjust Selected Receivables buttons can be used if a receivable has been selected.

**Payment Method**

Payment Type  Amount  Reference Number

Payment Type  Reference Number

Payment Type  Reference Number

Payment Type  Reference Number

Payment Type  Reference Number

Payment Type  Reference Number

Payment Type  Reference Number

Amount Tendered

Amount Applied

Change

Refund

Depending on the Payment type using for an overpayment determines whether the Change or Refund field is highlighted.

- Payment Method group box
  - Contains: Payment Type, Amount (the actual amount received as payment), Reference Number (check. money order number, etc.), Amount Tendered (same as Amount field in Payment Method), Amount Applied (same as the Amount Paid field in the Payment Details), Change (over payment in cash) and Refund (over payment in any payment type other than cash)

The screenshot shows a software interface with a tan background. At the top, there are two input fields: 'Receipt Copies' with the value '1' and 'Endorsement' with a dropdown arrow. To the right of these fields are five buttons: 'Print and Close', 'Print and Add Another', 'Multi-Payment', 'Clear', and 'Cancel'. Below these elements is a status bar with the text 'Database: MiCS\_Prod\_1' and 'User: Sheila99 Beckmann'.

- Receipt Copies (can be modified)
- Endorsement
- Buttons
  - Print and Close, Print and Add Another (prints receipt and returns to a blank Take a Payment screen), Multi-Payment, Clear (clears screen to start over), Cancel (closes out of Take a Payment screen).